9. Users

9.1 Summary

The Users screen (Figure 9.1) is available only to User Admin and Super Users. (See Preface for an explanation of user privileges.) Authorized users can use this screen to update the list of users by changing existing information, adding new users and deleting old ones. They also use this screen to assign user types and organization levels (security information).

*Note: Add a new user to the list of Metrics users **if and only if** you have verified with the database administrator (DBA) that the user you want to add as a Metric's user is already in the Oracle system. Only DBAs with proper access privileges can add new users into the Oracle system. (For information on adding users to the Oracle database, see Appendix C.)*

To open the Users screen, select Users from the drop-down list of Administration options.

9.2 Users Screen

Figure 9.1 Users Screen
(Numbers in data boxes refer to section numbers.)

9.2.1 Users Screen Fields

9.2.1.1 User ID

Enter the identifier (6 to 8 alphanumeric characters) for the user.

9.2.1.2 Name

Enter the name (up to 28 alphanumeric characters) of the user.

9.2.1.3 DoDAAC

Enter the user's Department of Defense Activity Address Code (DoDAAC) (6 alphanumeric characters). This must be a valid code.

9.2.1.4 Phone

Enter the telephone number (10-26 digits) of the user. If you enter ten (10) digits, the number is automatically formatted as xxx-xxx-xxxx. If you enter 11-26 digits, the number appears exactly as you type it.

9.2.1.5 Team Code

Enter the identifier (6 alphanumeric characters) for the Team to which the user belongs.

9.2.1.6 Organization

Select the Organization to which the user belongs from this drop-down list.

9.2.1.7 User Type

Click in the box which corresponds to the user's position (User Type). The choices are User, User Admin and Super User. You may select only one box at a time.

9.2.1.8 Organization Level

Click in the box which corresponds to the user's Organization Level. The choices are Headquarters (HQ), District and Contract Administration Office (CAO).

9.3 Adding a User

To add a new user, click the Insert button. The screen will display all blank fields and place the cursor in the User ID data box. Enter your information, and then save your work by clicking on the Save icon or selecting Save from the drop-down list of File options.

9.4 Editing User Information

To change information about a user, you must first display that user's existing data. There are two ways to locate and display the desired user.

1) Use the previous/next arrows (See Figure 9.1) to page through the list of existing users until you find the one you want.
2) Use the search command by clicking the **Search** button near the bottom of the screen.

When you click **Search**, a pop-up Search window (Figure 9.2) appears on your monitor. The window is set up to search by User Name. If you want to search for a user's name, type in the name that you want. After you type the name or partial name, click **OK**. The system displays information about that user. You can then view and edit the information.
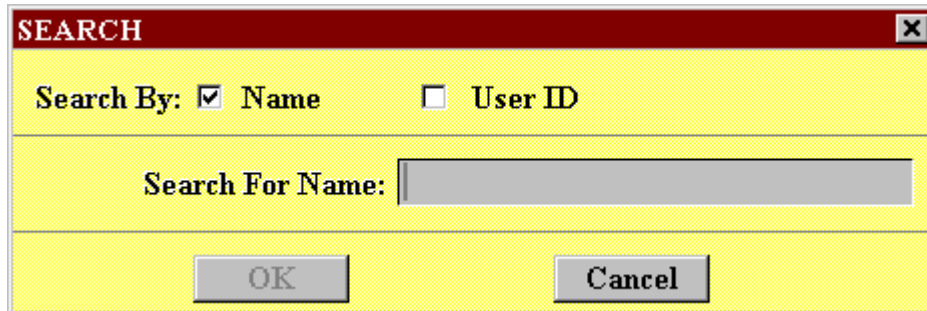

Figure 9.2 Users Search Pop-Up Window

If you want to search for a User ID, click in the check box in front of the User ID option. When you do, the text in the window changes (Figure 9.3) to reflect your choice, and the cursor appears in the data box. Type in the User ID that you want, and then click on **OK**. The system displays information about that user. You can then edit the information.

To edit, select the data box which has the information you want to edit. You can select the box by clicking in it or tabbing to it. The information in the box becomes highlighted when it is selected. If you start typing while it is highlighted, all of the highlighted information is deleted and replaced with what you type in. (To edit only a portion of the text, click on the highlighted text. This will "unhighlight" it and place the cursor where you clicked.)
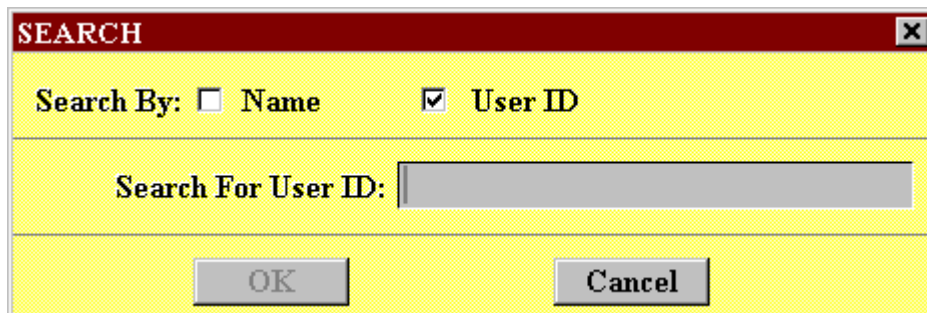

Figure 9.3 Search by User Code Window

If no matching record is found, a message window (Figure 9.4) pops up on your monitor. Because a matching record was not found, this window gives you the option of adding the information you entered into a new record. If you click **Yes**, the pop-up window disappears, and the information you entered appears in the appropriate data box on the Users screen. Proceed to enter the remaining information, and save the record as explained in Section 9.3. If you click **No**, the pop-up window is replaced by the Users Search window. You can use this window to Search, or you can close the window by clicking **Cancel**.
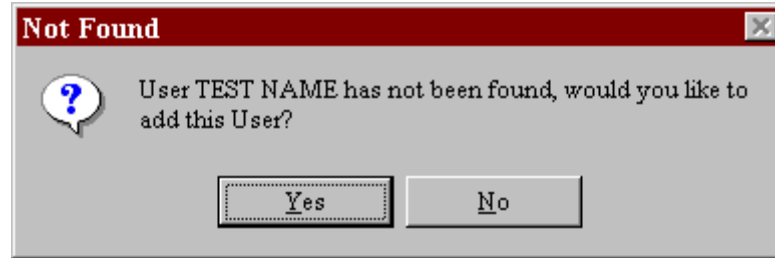
Figure 9.4 Data Not Found Pop-Up Window

9.5 Deleting a User

In order to delete (or view) a user, you must first display that user and its related information on the screen. You use the same method to display a user that you want to delete as you do to display a user to view or edit. (See Section 9.3.) Once the user that you want to delete is displayed on the screen, click the Delete icon or select <u>D</u>elete from the <u>E</u>dit options. The Delete window shown in (Figure 9.5) will pop up.
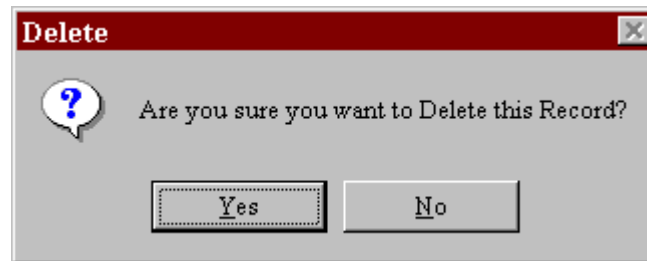

Figure 9.5 Deletion Confirmation Pop-Up Window

If you want to delete the record that you see on the screen, click on **Yes.** Another window will pop up to tell you whether or not the record was successfully deleted (Figure 9.6). Click on **OK**. Your record is deleted and you are returned to record one on the Users screen. If you do not want to delete the record that you see on the screen, click on **No**. The Delete pop-up window will disappear.
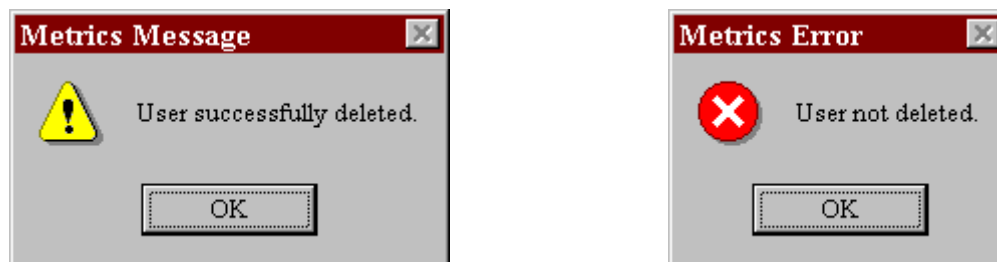

Figure 9.6 S Deletion Pop-Up Messages